

## **GUIDANCE ON FILING A ZONING PETITION**

**PLEASE NOTE:** A PRE-SUBMISSION CONFERENCE LETTER IS REQUIRED AND THE PLANNING BOARD HAS TO HAVE HAD A PUBLIC HEARING ON SAID MATTER WITH THEIR RECOMMENDATION SUBMITTED TO THE CITY COUNCIL **BEFORE ANY PETITIONS CAN BE ACCEPTED BY THE CLERK'S OFFICE FOR COUNCIL CONSIDERATION. (THERE ARE NO EXCEPTIONS)**

**MINIMUM NON-REFUNDABLE FEE: To Be Determined FOR ADVERTISING + \$6.75 FOR EACH ABUTTING OWNER**

**CASH, MONEY ORDER OR CERTIFIED BANK CHECK ONLY** (UNDER NO CIRCUMSTANCES WILL WE ACCEPT PERSONAL CHECKS)

**RIGL 45-24-53: \*\*\*\*\* MUST BE SUBMITTED IN PACKETS TO INCLUDE\*\*\*\*\***

1. 11 COPIES OF PETITION - Petition should include Plat, Lot, Street Name & Ward . . . .
2. 11 COPIES OF EACH SKETCH –

NOTE: 1 EXISTING MAP  
1 PROPOSED MAP EACH MUST BE PRINTED ON 8 ½ X 11 PAPER

BOTH SHOULD INCLUDE THE FOLLOWING: BOTH MUST BE **CLEARLY** MARKED

**ZONING DISTRICT BOUNDARIES,  
EXISTING ROADS AND STREETS,  
NAMES OF STREETS AND  
CITY BOUNDARIES WHERE APPROPRIATE.**

3. 1 COPY OF RADIUS MAP
4. 11 COPIES OF LEGAL DESCRIPTION OF PROPERTY - 1 COPY OF LEGAL DESCRIPTION **MUST BE CERTIFIED BY AN ENGINEER OR LAND SURVEYOR.**
5. 1 LIST - ANY CITY OR TOWN WITH A PUBLIC OR QUASI-PUBLIC WATER SOURCE, OR PRIVATE WATER SOURCE THAT IS USED OR IS SUITABLE FOR USE AS A PUBLIC WATER SOURCE, WITHIN TWO THOUSAND FEET (2,000') OF ANY PROPERTY THAT IS THE SUBJECT OF A VARIANCE, REGARDLESS OF MUNICIPAL BOUNDARIES.
6. 1 LIST - ABUTTING PROPERTY OWNERS WITHIN 200' RADIUS OF ANY PROPERTY PETITIONED FOR A ZONE CHANGE, UNLESS THE PROVISIONS OF ORDINANCE NO. 0-00-36 ARE APPLICABLE WHICH REQUIRE THAT IF THE PROPERTY PETITIONED FOR A ZONE CHANGE IS ZONED RESIDENTIAL A-40 OR IF MORE THAN FIFTY PERCENT (50%) OF THE NUMBER OF PARCELS WHICH ARE RESIDENTIALLY ZONED LAND WITHIN THE 200' RADIUS OF THE SUBJECT PROPERTY ARE ZONED RESIDENTIAL A-40, THEN 1 LIST OF ALL PROPERTY OWNERS OF RECORD WITHIN 400 FEET OF THE PROPERTY PETITIONED FOR A ZONE CHANGE IS REQUIRED. (EVEN IF THE ABUTTERS ARE THE PETITIONERS, NOTIFICATION IS STILL REQUIRED)

**PUBLIC HEARING DATE WILL BE DETERMINED ONCE THE RECOMMENDATION HAS BEEN RECEIVED FROM THE PLANNING BOARD.**

TWO PASSAGES ARE REQUIRED BY THE CITY COUNCIL FOR A CHANGE IN ZONING.  
ZONE CHANGE BECOMES EFFECTIVE 20 DAYS FROM ADVERTISING DATE AFTER SECOND PASSAGE.

**PLEASE NOTE:**

City Council Resolution accepts a limited number of public hearings per month.

**No public hearings will be held until the Planning Board has had a chance to meet and provide the City Council with their recommendation.**

**7/2015**